ODP 678-77

13 APR 1977

MEMORANDUM FOR: Chief, Management and Assessment Staff, DDA

FROM : Clifford D. May, Jr.

Director of Data Processing

SUBJECT : Fighting Inflation and Reducing Daily

Operating Costs

REFERENCE : Memo fm DD/A (DD/A 76-5788), dtd 19 November

1976, Same Subject

1. Attached is our report on fighting inflation and reducing operating costs for the first half of fiscal YSTATINTL 1977.

Attachment

Distribution:

Orig & 1 - Addressee

1 - ODP Registry

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#### Approved For Release 2001/05/23 : CIA-RDP83T00573R000600030011-4

## OFFICE OF DATA PROCESSING Fighting Inflation and Reducing Daily Operating Costs Report for FY 1977

Description of Activity		<u>p I</u> to Date 1977	Projec Savin	up II ted Annual gs Beyond 1977	Group II One Time Sa For FY 1977	<u></u> ivings
Improved Documentation Procedure for Generalized Information Management System (GIMS) Files						•
A new computer program was developed which eliminates a significant amount of the clerical and analytical effort required to document GIMS files. Savings are accrued from reduced clerical effort, improved communication and increased programmer/analyst productivity.  Reduction in Disk Space Require-	\$ 8	900.	\$	5,000.		
ments for CENBAD Disk Test Data  Base  Reduction in disk space requirements for Central Badge test data base allowed the release of 1 1/2 disk packs that had been allocated to CENBAD.	\$ 2	250.		500.		(
Modification of General Accounting System (GAS) Program	<b>\$</b> 2	.50•	\$	500.		
Modification to the Job Control Language for GAS computer programs reduced elapsed time for the pre- paration of month-end General Ledger reporting by 50%.  Approved For Release 2001/05/23	\$ 1,0 3:CIA-RDF		-	6,480. -4		
reduced elapsed time for the pre- paration of month-end General Ledger reporting by 50%.			-	•		

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## OFFICE OF DATA PROCESSING Fighting Inflation and Reducing Daily Operating Costs Report for FY 1977

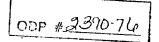
	Group I Savings to Date In FY 1977	Group II Projected Annual Savings Beyond FY 1977	Group III One Time Savings For FY 1977 Only
Description of Activity			
Improvement in Computer Processing for OTS			
The TISIPS computer system was modified which effected an estimated 31% savings in data entry processing. This will yield an estimated annual savings of \$6,048.	\$ 3,024.	\$ 6,048.	
Improvement in Computer Processing for OGCR			
The configuration of World Data Bank II data sets was modified which effected an estimated 85% reduction in computer elapsed processing time. This will yield an estimated annual savings of \$38,976.	\$19,488.	\$38 <b>,</b> 976.	•
Improved Update Program for OMS			
The clinical update program was modified for more efficient processing. This 80% reduction in CPU time will save approximately \$900 per year.	\$ 150 <b>.</b>	\$ 900.	

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### OFFICE OF DATA PROCESSING Fighting Inflation and Reducing Daily Operating Costs Report for FY 1977

Description of Activity	Group I Savings to Date In FY 1977	Group II Projected Annual Savings Beyond FY 1977	Group III One Time Savings For FY 1977 Only
Discontinued Computer Applications			
A combination of eight retrieval and information systems for OER, OF, OGCR, OC and OWI were discontinued	\$43,887.	\$65,830.	Ç
Change of Storage Media from Tape to Disk			
Changing from tape to disk for the Human Resource System (HRS) reduced elapsed processing time by 91 hours (62%) per year, giving an annual savings of \$864.	\$ <b>432</b> .	\$ 864.	
Changing from tape to disk for Payroll processing has reduced the tape setups by 96%, reduced overtime by 104 hours per year, and provided other processing efficiencies giving an annual savings of \$2,490.	\$ 1,2 <b>4</b> 5.	\$ 2,490.	•
	\$70,356.	<del>\$127,088</del> .	

15/23 : CIA-RDP83T00573R000600030<u>01</u>1-4



DDA 76-5788

19 NOV A76

MEMORANDUM FOR: Direct

Director of Communications Director of Data Processing

Director of Finance Director of Logistics

Director of Medical Services

Director of Personnel Director of Security Director of Training

FROM

John F. Blake

Deputy Director for Administration

SUBJECT

Reducing Daily Operating Costs

REFERENCE

Memo dated 28 February 1975 to Deputy Directors and Heads of Independent Offices from DCI, Subject: Fighting Inflation and Reducing Daily Operating

Costs

- 1. It is the desire of the Director of Central Intelligence to continue with the program initiated in the referent. The first semi-annual reporting period for Fiscal Year 1977 ends 31 March 1977. The consolidated report is due in the Director's office in May. Your report should be received by Management and Assessment Staff, DDA by 15 April 1977.
- 2. Measures taken to effect a reduction in operating costs or to combat inflation should be described and the actual dollar savings quantified in the following categories:

Group I : Savings to date for the current fiscal

year.

Group II: Annual savings projected in future

fiscal years.

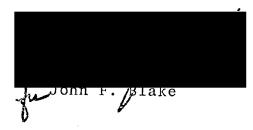
Group III: One-time savings for the current or

future fiscal years (This group should not include savings reported in Groups

I or II.)

### Approved For Release 2001/05/23: CIA-RDP83T00573R000600030011-4 Reducing Daily Operating Costs

- 3. The attached page, extracted from a previous reporting, is suggested as a convenient format for presenting the requested information.
- 4. Savings reported should be those growing out of measures which were instituted during Fiscal Year 1977. Savings reported in the Fiscal Year 1976 report should be excluded, unless they are a recurrence of a Group III item or result from an activity which impacts on previously reported savings.



Attachment:

Extract from Previous Report As Stated

Distribution:

1 - Each Addressee w/att.

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# OFFICE OF DATA PROCESSING Fighting Inflation and Reducing Daily Operating Costs Report for FY 1976

One Time Savings

Description of Activity :	Group I Savings to Date In FY 1976	Group II Projected Annual Savings Beyond FY 1976
Consolidation of Production Division Software		
Consolidating computer utility programs and subroutines to one disk file will save 120 man hours this fiscal year and 240 man hours in future years.	2,000	4,000
Improved Report Program for OMS	,	4,000
A computer report program was modified for more efficient processing and it is estimated that this will save \$5,000 per year.	· ·	5,000
Implementation of Program Library Software		
A software package for maintaining a library of computer programs will reduce magnetic disk and tape stor-requirements and require less man-		
power.	1,000	5,000

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